## Membuat Email Signature di Ms. Outlook

## Klik menu *Tools* > *Options*...

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Direct (3)	<ul> <li>Organize</li> <li>Rules and Alerts</li> </ul>	
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All Mail Items	Empty "Deleted Items" Folder	_
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Klik tab *Mail Format* > kemudian tekan tombol *Signatures*...

Preference	es	Mail Setup	Mail Format	Spelling	Other	Mail Anti-Virus		
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Buat Signature baru dengan menekan tombol **New**. Beri nama Signature tersebut. Contoh: Hari Pelanggan. Klik tombol **OK** 

-mail Signature Personal Stati	onery				
elect signature to edit			Choose default signa	ature	
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di <u>t</u> signature Calibri (Body) • 11 • Regards, Amin Yuliastanto	B I Type a na	ature me for this sigr nggan	2 X	See Business Card	•

Aktifkan signature tersebut untuk pengiriman email baru dan pada saat membalas email.

ele <u>c</u> t signature to edit	Choose default signature
Hari Pelanggan Regards	E-mail <u>a</u> ccount: ayuliastanto@rpxholding.com New <u>m</u> essages: Hari Pelanggan
Delete New Sav	Replies/forwards: Hari Pelanggan
Calibri (Body) 💌 11 💌 <b>B</b> I	U Automatic 💽 🗐 🔠 Business Card 🏼 🍇 📚

Masukan tulisan dan gambar signature anda dibagian *Edit Signature*, untuk memasukan gambar tombol *Picture*, pilih gambar yang ada di PC anda. Tekan tombol *OK* dua kali untuk kembali ke Ms. Outlook.

-mail Signature Personal Stationery	
ele <u>c</u> t signature to edit	Choose default signature
Hari Pelanggan	E-mail account: ayuliastanto@rpxholding.com
Regards	New messages: Hari Pelanggan
	Replies/forwards: Hari Pelanggan
Delete New Save	Rename
dit signature	
Calibri (Body) V 11 V B / U	Automatic V E = Business Card
Regards,	
Amin Yuliastanto	
ITD - System Administrator	
PX	Service 1
Cleanmee	Pelanggan
	Bonum Relangung Security Innet
ww.rpxholding.com " ill Free: 0800-1888-900	

Sekarang pada saat anda mengirim/membalas email maka Signature tersebut akan muncul di bawah email anda.

Message Insert Options Format Text	0
Paste B Z U 2 A E E E E E E E E E E E E E E E E E E	
Toen         I           Send         Subject:	
	Ē.
Regards, Amin Yuliastanto TD - System Administrator www.rpshelding.com "If Free: 0800-1888-900	